

3011 - ENGINEERING ASSISTANT III

NATURE OF WORK

Responsible for administrative and technical engineering work involving supervision of assigned departmental projects.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Serves as Engineering records custodian; maintains and update drawings, specifications and project files. Manage and maintain the CADD Systems.

Supervises and trains Engineering Assistant I's.

Trouble shoots PC problems for the entire department and assists administrative personnel in the use of computer software.

Assists the engineering staff in estimating specifications and plans preparations, design and planning of departmental projects.

Acts as a liaison between the Public Works Department and private contractors, engineers, surveyors; architects, the general public and other City departments.

Performs field inspections relative to Public Works projects for compliance with plans specifications and codes.

Assists in field surveying data collection, surveying calculations, and survey drawing preparation.

Updates City Utility Atlases and Maps maintain records of the Engineering division's projects.

Prepares working drawings for Public Works projects; reviews working drawings for Public Works projects; maintains working drawings for Public Works projects updates working drawings for Public Works projects.

Prepares field survey work for Public Works and Other Departments; prepares drawing of survey work for Public Works and Other Departments.

Trains survey crew in the use of survey equipment; trains staff in the use of the CADD System.

Assigns Engineering Assistant I's to produce the monthly chlorine residuals maps and various drawing for Public Works Projects.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of Public Works inspection pertaining to materials, methods, and techniques applicable to large public and private water works, streets, sewers, utilities, drainage, marine and building construction.

Ability to supervise and schedule the work of other inspectors in the Engineering Division.

Considerable knowledge of engineering drafting procedures and practices;

Basic knowledge of public work., design practices and architectural practices;

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Ability to plan, coordinate and supervise the work of assigned engineering assistants in the preparation of prints , drawings and related drafting work;

Ability to establish and maintain effective working relations with City personnel, contractor personnel and the general public.

MINIMUM REQUIREMENTS

Employed by the City for the past one (1) year (based on full-time employment). Four (4) years full-time experience in civil engineering. Related education may substitute for up to two (2) year of experience (8 college semester hours = 240 vocational/technical hours = 1 year of experience). Valid Driver's license.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received and work is performed under considerable latitude for the use of independent judgment and is subject to review in compliance with division and departmental standards and objectives.

SUPERVISION EXERCISED

Assigns and directs the work of Engineering Assistant I's and other assigned personnel.

Rev. 3/99 (minimum req.)